

# CIVILIAN PERSONNEL OFFICE

## CIVILIAN CONNECTION

ISSUE #45

OCTOBER 2011

NGB-J1T5  
Civilian Human Resources Office  
29423 George Ave, Bldg 304  
Selfridge ANGB, MI 48045-5249

Please join NGB Civilian HRO Community of Practice (CoP) located on the Air Force Portal.  
If you need assistance in joining, please contact Penny Schornack.

Automated Attendant Voice System: 800-645-9416, ext 4700, DSN: 273-4700

The Civilian Connection is published by NGB-CHRO. Your comments and questions are welcome. Please address them to Sandra Sharples at [Sandra.Sharples@us.af.mil](mailto:Sandra.Sharples@us.af.mil)

### Ethnic and Special Observances:

- *National Disability Employment Awareness Month: 1-31 October*
- *Columbus Day: 10 October*
- *National Native America Heritage Month: 1-30 November*
- *Veteran's Day: 11 November*



### REASONABLE ACCOMODATIONS

Supervisors and managers should be aware that when dealing with a request for reasonable accommodation, no matter what the duration, there is an established path to follow in responding to the request. There are also recommended timeframes established by U.S. Equal Employment Opportunity Commission (EEOC) that must be observed.

The first step is always to engage NGB/CHRO when an employee is seeking reasonable accommodation. Mary Hiller has been designated the Disability Program Manager (DPM) and will work with managers to ensure EEOC guidelines are met, including the required interactive process to discuss reasonable accommodations. Management should not attempt to make medical or legal determination. NGB/CHRO will ensure that the appropriate parties are brought into the loop to protect the rights of both management and the employee. The EEOC expects that all agency personnel will give a high priority to responding to a DPM's request for information or assistance. Any delays in this process could result in the agency failing to meet required timeframes.

An employee requesting reasonable accommodation needs to provide specific information on what modifications are required and provide medical documentation, if requested. The information provided must be detailed enough to allow management and/or the DPM to make a logical determination.

Once a request for reasonable accommodation is made, the interactive process must be initiated to determine if the requested accommodation can be granted without impacting mission capability. The DPM can help facilitate this process. Management is encouraged to review the information at the EEOC website to obtain additional information: [http://www.eeoc.gov/eeoc/internal/reasonable\\_accommodation.cfm#1](http://www.eeoc.gov/eeoc/internal/reasonable_accommodation.cfm#1)

### 2011 FEDERAL BENEFITS OPEN SEASON

Open season is from: Monday, November 14, 2011 through Monday, December 12, 2011. Coverage elected during an open season is effective the first day of the first full pay period the following January. Visit [OPM.gov](http://OPM.gov) to learn about the benefit programs. On the right hand side you will find a link entitled "Investigate Health Insurance". Here you can compare benefits in your area.

### SEXUAL HARASSMENT

Sexual Harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964.

Prevention is the best tool to eliminate sexual harassment. Employers are encouraged to take steps necessary to prevent sexual harassment from occurring. Employers should clearly communicate that it will not be tolerated by establishing an effective complaint or grievance process and taking immediate action when an employee complains.

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly creates an intimidating hostile or offensive work environment.

Questions should be address to the EEO Office, Derrick Allen, 240-612-8350, DSN: 612.

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# STAFFING & RECRUITING

ISSUE #45

**CHRO.recruiting@ang.af.mil**

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## Contacts:

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## RPA STATUS TOOL FOR SUPERVISORS

We all know there is the perfect tool for every job! The perfect tool for tracking a “fill” RPA after it has been created is now available and is the quickest process to view very specific information on your RPA. Click on the following link:

<https://ww2.afpc.randolph.af.mil/Resweb/rpatracker.htm>

The RPA can be tracked by Air National Guard (ANG) specific bases serviced by Selfridge ANGB, MI. The following categories can be accessed:

- Base Name/Unit/Ofc Sym
- RPA Number
- Action Requested
- Position Title & Pay Plan-Series-Grade
- RPA Status
- Vacancy Announcement Information (Vacancy Number/Open/Close)
- Date Referral/Selection Made
- Job Offer Information/Entrance on Duty Date (EOD)

## THE WORK NUMBER

“The Work Number” has been replaced by Employment Verification (EV) through your MyBiz account.

1. Log into the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil>
2. Select MyBiz
3. Select “Employment Verification”
4. Under “Details to Share” select either “Employment Verification” or “Employment and Salary Information”.
5. Under “Recipient Information” enter the e-mail address of the individual requesting this information.
6. Ensure your e-mail address in “CC” is correct.
7. Select “Continue”.
8. Review the information and select “Acknowledge and Submit”.

## USAJOBS WEBSITE TO BE RENOVATED IN OCTOBER

The renovated website will go public this October 13th. USAjobs.gov will be offline from October 6-12 as the agency transitions 5 billion rows of data from Monster.com to government servers. No jobs will be posted during that time and OPM is working with agencies to extend the application deadline for jobs posted before October 6th. Visitors to the site during that time will be greeted by a status update on the move.

By migrating the data to government servers and not having it comingle with a private corporation will keep the data more secure. Monster.com has been the target of cyber security attacks, including one it acknowledged in January 2009, in which personal information of website users was stolen.

OPM used open architecture to develop USAjobs.gov—meaning that agencies and outside vendors can build on and expand the code and data to fit specific agency needs.

Applicants may not see a difference in the look of the site, but they will get better search results and will not be asked for data they have already entered.

Agencies will be able to mine the data on the site and strengthen their recruiting by targeting strong applicants by geography or hiring preference. It will also be easier for agencies to notify applicants where they are in the hiring process.

The site will also allow OPM to post reports and data points of interest to agencies and applicants and collect data faster than before. The whole concept is to give instant information.

## VETERANS' PREFERENCE AND UPDATE TO SF-50

Has there been a recent change to your Veterans' Preference (VP)? Does the change affect your eligibility for VP for RIF (Reduction in Force)? If it does, it's very important that you provide supporting documentation (current letter from the Veterans' Administration/VA letter) to the CHRO so that your VP for RIF can be updated. If you are ever involved in a RIF, ensuring your VP for RIF is up to date could make a difference on where you place on the Retention Register and how you may be personally affected by the RIF.

### Eligibility for Veterans' Preference in RIF

Determinations of Veterans' Preference eligibility are made IAW the information under Preference in Appointments in Chapter 2, except that a retired member of the uniformed service must meet an additional condition to be considered a preference eligible for RIF purposes. This condition differs depending on the rank at which the individual retired from the uniformed service. Uniformed service as defined in 5 U.S.C. 2101 means the Armed Forces, the commissioned corps of the Public Health Service, and the commissioned corps of the National Oceanic and Atmospheric Administration.

Retirees below the rank of major (or equivalent) get preference if:

- Retirement from the uniformed service is based on disability that either resulted from injury or disease received in the line of duty as a direct result of armed conflict, or was caused by an instrumentality of war and was incurred in the line of duty during a period of war as defined in section 101(11) of title 38 U.S.C. "Period of war" includes World War II, the Korean conflict, Vietnam era, the Persian Gulf War, or the period beginning on the date of any future declaration of war by the Congress and ending on the date prescribed by Presidential proclamation or concurrent resolution of the Congress; or
- The employee's retired pay from a uniformed service is not based on 20 or more years of full-time active service, regardless of when performed but not including periods of active duty for training; or
- The employee has been continuously employed in a position covered by the 5 USC chapter 35 since November 30, 1964, without a break in service of more than 30 days.

Retirees at or above the rank of major (or equivalent) get preference if they are disabled veterans as defined in 5 USC 2108(2) (includes XP, CP, and CPS) and also meet one of the criteria above for a person retired below the rank of major.

# EMPLOYEE DEVELOPMENT AND TRAINING

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**CHRO.training@ang.af.mil**

## **Contact:**

- *Judy Parmentier, DSN: 273-6831 or [Judith.Parmentier@us.af.mil](mailto:Judith.Parmentier@us.af.mil)*



## **SUPERVISOR RESOURCE CENTER (SRC)**

The Supervisor Resource Center (SRC) is available for use by the entire workforce. The SRC is the Air Force's resource for practical knowledge and tools to support supervision and leadership development. This open Community of Practice (CoP) is a virtual clearinghouse of leadership development resources for emerging leaders, new supervisors and experienced supervisors seeking continuous learning. We encourage use of the SRC by all personnel. The SRC can be accessed at:

<https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO-DP-MC-15>

To obtain the SRC Fact Sheet to go the Civilian Training Resource Center at:

<https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=22411>

Go to Systems Applications and scroll down to the SRC folder. Also available for use in staff meetings and commander's calls in a printable SRC Tri-Fold.

## **COMPLETION OF SUPERVISORY TRAINING COURSES**

Supervisors are reminded that upon completion of the on-line supervisory training courses, a copy of the certificate(s) must be e-mailed or faxed to the CHRO Training Office. The courses include the USAF Supervisor's Course, Civilian Personnel Management Course (CPMC), and the Military Personnel Management Course (MPMC).

To receive equivalency credit for the USAF Supervisors course, prior service personnel must have completed one of the following courses within the last 5 years. E-mail or fax a copy of the certificate to the CHRO Training Office.

Airman Leadership School  
NCO Academy  
Senior NCO Academy  
Squadron Officer School  
Air Command and Staff College  
Air War College

E-mail Ms. Judy Parmentier or fax: 586-239-4338 (DSN: 273).

# CLASSIFICATION

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**CHRO.classification@ang.af.mil**

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- *Jeffry Viars, DSN: 273-6833 or Jeffry.Viars@us.af.mil*
- *Penny Schornak, DSN: 273-4792 or Penny.Schornak@us.af.mil*



## IMPORTANCE OF CLASSIFICATION DECISIONS

As a manager or supervisor decisions which you make for your organization have very significant implications. A Position Description (PD) is a pay document which obligates base salary expenditures that may be affected for many years, even after you are gone (e.g. grade and pay retention produces long term costs of errors; retirement pay is increased; increases are compounded due to annual adjustments, etc.).

Higher grades outside of the usual structure within the occupation are often targets for classification appeals from other employees performing similar work at different grades. Erroneous decisions which set precedents can cause an agency to direct mass corrections. Lack of care in achieving alignment with similar work, leading to “grade creep”, can result in grade controls being imposed.

Employees may resent doing work not within their pay grade. Employees may also resent seeing other workers doing work similar to theirs for pay different from their own. This inevitably impacts on employee morale and organizational effectiveness.

You must carefully consider the needs of your organization, the alignment of grades with other similar positions, and the primary requirement to ensure equal pay for equal work before making any classification decisions. It is also important to remember that volume of work and quality of work performed are considered under performance and do not affect classification.

The NGB classification office can provide you with technical, statistical and historical data to help you manage your workforce and accomplish your mission as we all continue to face tighter budgets and larger workloads.

## STANDARD FORM 50 (SF-50) ACTIONS

The CHRO no longer mails out printed copies of the employee’s SF-50 Personnel Action upon processing.

Supervisors and Managers have access to their Title 5 Civilian employees SF-50s through MyWorkplace, Log into the DCPDS Portal at: <https://compo.dcpds.cpms.osd.mil>. Select “My Employee Information” and select the employee (name highlighted in blue) you would like to view. Under the “Personnel Actions” tab, select (by checking) the employee’s SF-50 action you wish to view and print.

Employees have access to their SF-50s through MyBiz. Log into the DCPDS Portal at: <https://compo.dcpds.cpms.osd.mil>. Select “My Information” and under the “Personnel Actions” tab, you can select (by checking) the action you wish to view and print.

Instructions on how to register for MyWorkplace or MyBiz can be obtained by contacting Ms. Penny Schornak.

# EMPLOYEE RELATIONS

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127wg.chrolemromb@ang.af.mil

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- *Tristin Palmateer, DSN: 273-4982 or Tristin.Palmateer@us.af.mil*



## SUPERVISOR'S RECOGNITION FOR CIVILIAN EMPLOYEES UPON RETIREMENT

When an individual retires from the United States Air Force it is very special, regardless if they are military or a civilian member. Hopefully their time with the Air Force has been a challenging one, in which they are proud of their accomplishments and their ability to be a part of the Air National Guard team. An employee's retirement day is a day to remember; not only for the employee but also for their family. Based upon the retiree's wishes, take the time to do something special for the employee. As a supervisor you could have a retirement ceremony, luncheon, and/or reception where you can publicly thank the individual for their support, sacrifices, and accomplishments. The options available to you are:

- Certification of Service - to be issued on the occasion of retirement.
- Certificate of Appreciation—available for the employees spouse and to be issued on the occasion of retirement.
- Outstanding Civilian Career Service Award—to be presented at the time of retirement to an employee who has demonstrated significant accomplishments, leadership, unusual competence, and significant impact upon the Air Force mission throughout their career.
- Special Recognition—a letter for retirement may also be requested from your state representative if available by the specific senator.
- A flag may be flown over the U.S. Capitol in the employees honor.
- Presidential Letter—Supervisors who want special recognition for the civilian employees may request greetings from the President. The employee must have a minimum of 30 years military, civilian service, or a combination totaling 30 years when they retire.

For additional information, please contact either Ms. Linda West or Ms. Valerie Ward.

# INJURY COMPENSATION PROGRAM ISSUE #45

127wg.chrolemromb@ang.af.mil

OCTOBER 2011

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## AUTHORIZATION FOR EXAMINATION AND/OR TREATMENT FOR AN ON-THE-JOB INJURY

A CA-16 authorizes immediate medical attention for employees when a work related traumatic injury occurs. The information below is provided for Supervisors and employees.

### Employees:

You have a conditional right to select the physician of your choice. However, Department of Labor has identified physicians who have been excluded from payment under FECA. To ensure that your physician of choice has not been excluded from payment, use the following link, <http://exclusions.oig.hhs.gov>, insert the name of your physician in the search area. Your selection of a physician will be documented in block 1 of the CA-16. Only in an emergency situation will your Supervisor be authorized to provide the nearest emergency medical facility in block 1.

Normally, if 48 hours has passed since the incident that caused the injury, a CA-16 will not be issued as the urgent need for the immediate treatment has passed.

Supervisors, please ensure that the CA-16:

- Is kept in a safe/controlled area
- Issued only for traumatic injuries
- Is not issued once the urgent need for immediate treatment has passed, normally after 48 hours
- Block 6.B.2 should be checked if you have doubts that the injury is work related
- Block 12 should read: U.S. Department of Labor, DFEC Central Mailroom, P.O. Box 8300, London, KY 40742-8300. For billing, contact OWCP at <http://owcp.dol.asc-inc.com/portal/main.dol> or by calling 850-558-1818.
- Block 13 should read: NGB/CHRO, 29423 George Ave, Bldg 304, Selfridge ANGB, MI 48045. ICPA contacts are Ms. Valerie Ward or Ms. Linda West.

## WHAT A FEDERAL EMPLOYEE SHOULD DO WHEN INJURED AT WORK

Every job related injury should be reported as soon as possible to your Supervisor. An injury also means any illness or disease that is caused or aggravated by the employment as well as damage to medical braces, artificial limbs and other prosthetic devices.

Depending upon the nature of the claim you and your Supervisor would complete an electronic CA-1 for traumatic injuries and a CA-2 for occupational diseases.

If, as a result of the injury, you need medical treatment, ask your Supervisor to authorize a CA-16, Authorization of Examination and/or Treatment. You may initially select a physician of your choice to provide necessary treatment, however, please contact your Supervisor or the Injury Compensation Program Administrator (ICPA) to ensure the physician you have selected is not excluded from the payment under the Federal Employees' Compensation Act (FECA). If your injury results in an emergency medical situation, treatment may be obtained without prior authorization.

If you are disabled as a result of your traumatic injury, you may claim Continuation of Pay (COP) not to exceed 45 calendar days or you may use leave for that period of disability. Your claim for COP must be submitted NLT 30 days following injury (the CA-1 is designed to serve as a claim of continuation of pay). If you are disabled and claiming COP, submit medical evidence to the ICPA within 10 working days indicating that you have sustained a disabling traumatic injury. If your disability extends beyond your COP period, or if you are not entitled in COP, you may claim compensation by submitting a CA-7 or using leave.



**NEW COMERS**

OCTOBER 2011

**Welcome!**

Patricia Adamson  
Andrews AFB, MD  
Iris Anderson  
Andrews AFB, MD  
Bradley Barr  
Selfridge ANGB, MI  
Christopher Batastini  
Tyndall AFB, FL  
Harold Bauzon  
Selfridge ANGB, MI  
Michael Beavers  
Tyndall AFB, FL  
Daniel Bowles  
Selfridge ANGB, MI  
Robert Braziel  
Andrews AFB, MD  
Linda Brooks  
Arlington, VA  
Jemmell Carter  
Andrews AFB, MD  
Ronald Castillo  
Selfridge ANGB, MI  
Richard Conner  
Otis AGB, MA  
Patrick Corrigan  
Tyndall AFB, FL  
Christopher Credno  
Arlington, VA  
Robert Decker  
WADS  
Ronald Dickinson  
Selfridge ANGB, MI  
John Eberhard  
Tyndall AFB, FL  
Brent Egeland  
Moffett Fld, CA  
David Fennell  
Tyndall AFB, FL  
Manuel Folsom  
Tyndall AFB, FL  
John Fortune  
Tyndall AFB, FL  
Patrick Fusillo  
Rome, NY  
Jeffery Gilbert  
Tyndall AFB, FL

John Gildersleeve  
Andrews AFB, MD  
Darlene Glover  
Andrews AFB, MD  
James Harper  
Andrews AFB, MD  
John Harvey  
Selfridge ANGB, MI  
Michael Henshaw  
Tyndall AFB, FL  
Marc Hewett  
Andrews AFB, MD  
Robert Hoback  
Arlington, VA  
James Honeycutt  
McGhee/Tyson, TN  
Cornell Hudson  
Andrews AFB, MD  
Stuart Ingersoll  
Selfridge ANGB, MI  
Joshua Jones  
Andrews AFB, MD  
Deanna Jordan  
Arlington, VA  
David Kigerl  
Tyndall AFB, FL  
Richard Koch  
Otis AGB, MA  
George Krajnak  
Tucson, AZ  
Brenda Lewis  
Tyndall AFB, FL  
Edward Long  
Andrews AFB, MD  
Jamiee McClelland  
Selfridge ANGB, MI  
Dennis McDuffie  
Selfridge ANGB, MI  
Carl McNeece  
Arlington, VA  
Karen Moody  
Arlington, VA  
Janet Nedbal  
Selfridge ANGB, MI  
James O'Brien  
Otis AGB, MA

Douglas Patton  
Selfridge ANGB, MI  
William Payne  
Minot AFB, MD  
Timothy Phillips  
Selfridge ANGB, MI  
Jennifer Pipe  
Andrews AFB, MD  
Louis Proper  
Andrews AFB, MD  
Joseph Puccio  
EADS  
Travina Salmond  
Andrews AFB, MD  
Kevin Salesman  
Andrews AFB, MD  
Mark Sanders  
Tyndall AFB, FL  
Timothy Sawicki  
Selfridge ANGB, MI  
Debra Skelton  
Tyndall AFB, FL  
Dennis Slade  
Tyndall AFB, FL  
Jerry Stoddard  
Andrews AFB, MD  
Danielle Ternowski  
Johnstown, PA  
Neil Varma  
Bolling AFB, DC  
Jose Vazquez  
Arlington, VA  
Jennifer Vercellone  
Otis AGB, MA  
Chad Vogelsang  
Arlington, VA  
Joseph Wehrwein  
Selfridge ANGB, MI  
Bryce Young  
Arlington, VA



# SPECIAL RECOGNITION

OCTOBER 2011

## Retirements

### Good Luck!

Ronald Fastenau  
Minot, ND  
Richard Gibson  
Andrews AFB, MD  
Donna Hibbard  
Selfridge ANGB, MI  
Roger Montgomery  
Forbes Fld, KS  
Joe Padilla  
Arlington, VA  
William Rouse  
Randolph AFB, TX  
Bruce Russell  
Harrisburg, PA  
Emily Ware-Ingham  
Otis AGB, MA

## Length of Service

### 10 Years

Michael Blount  
Carmen Cousart  
Joseph Derue  
Joshua Emerson  
William Haworth  
Craig Kamiya  
Joseph McLeod  
Greg Nancarrow  
Lisa Nuhn  
Timothy Strickland  
Ronald Troutt  
Matthew Welsh

### 20 Years

Theresa Alexander  
Todd Milliard  
Dale Montgomery  
Glenn Plebanski  
Ian Villafuerte

### 30 Years

Lesans Alexander  
Daniel Asadoorian  
Maria Carbonell  
Thelma Douglas  
Stephen Freese  
Lynn Hill  
John Laisure  
Karen Moody  
John Tadian  
Mark Winsor

### 40 Years

Nancy Carbonaro

## Awards

### Special Act or Service Award

Jennifer McKinney  
Arlington, VA

# Congratulations!